

# **BATH AND NORTH EAST SOMERSET**

## **MINUTES OF CHARITABLE TRUST BOARD MEETING**

Friday, 10th June, 2016

Present:- **Councillors** Martin Veal, Robin Moss, Michael Norton, Rob Appleyard and Tim Warren (in place of Geoff Ward)

Apologies for absence: Councillor Geoff Ward.

### **1 ELECTION OF CHAIR**

On a motion from Councillor Rob Appleyard, seconded by Councillor Tim Warren, it was

**RESOLVED** that Councillor Martin Veal be elected as Chairman of the Board.

### **2 ELECTION OF VICE CHAIR**

The Board did not feel it necessary to appoint a Vice-Chair at this stage.

### **3 WELCOME AND INTRODUCTIONS**

The Chairman welcomed everyone to the meeting and invited introductions around the room.

### **4 EMERGENCY EVACUATION PROCEDURE**

The Democratic Services Manager read out the emergency evacuation procedure.

### **5 DECLARATIONS OF INTEREST**

There were no declarations of interest made.

### **6 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR**

There were no items of urgent business.

### **7 ITEMS FROM THE PUBLIC - TO RECEIVE DEPUTATIONS, STATEMENTS, PETITIONS OR QUESTIONS**

No items from the public had been submitted.

### **8 TERMS OF REFERENCE AND WORK PLAN FOR THE COMING YEAR**

The Chairman invited the Divisional Director to introduce the report regarding arrangements for the work of the new Board, and establishment of the Alice Park Trust Sub-Committee. The Divisional Director highlighted the key points of the report and the rationale for the recommendations. In so doing, he drew Members' attention to a small typo in Schedule 2:- the Trust referred to as 'Blackstones', should

in fact be listed as 'Backstones'. The Divisional Director also advised Members that the job description and advert for the independent member of the Alice-Park Trust Sub-Committee would be finalised following comments received at this meeting.

Members debated the number and nature of the co-opted appointments on the Alice Park Trust Sub-Committee and recognised the need for adequate representation, whilst not creating an unwieldy group. They were reminded of the need to maintain control over decision making in their role of corporate trustees. They proposed 2 independent members for the Sub-Committee.

Members were interested to hear the views of Tony Hickman (co-owner of the Alice Park café) who welcomed the arrangements and offered his support at community level. The vital role of the ward members was also recognised in being a conduit for information between the Sub-Committee and local people.

In summing up debate, the Chairman offered reassurance that, although decision making rested with the elected members, it was their clear intention to listen and take into account all views.

During debate, the following resolutions were moved and seconded by the Councillors listed and agreed unanimously;

## **RESOLVED**

1. That the Terms of Reference of the Charitable Trust Board, as attached at Appendix A, be approved; *(Cllr Warren moved, Cllr Appleyard seconded)*
2. To approve the proposed advert for the Independent Member to be co-opted to support the Board in its work (Appendix B to the report); *(Cllr Appleyard moved, Cllr Moss seconded)*
3. To approve the role description of the Independent member (Appendix C to the report); *(Cllr Appleyard moved, Cllr Moss seconded)*
4. To note the draft work plan for the coming year (Appendix D to the report); *(Cllr Warren moved, Cllr Appleyard seconded)*
5. To agree the establishment of the Alice Park Trust Sub-Committee *(Cllr Veal moved, Cllr Warren seconded)*
  - a. with the membership of Councillors Rob Appleyard, Michael Norton and Martin Veal; *(Cllr Moss moved, Cllr Warren seconded)* and
  - b. with the Terms of Reference as amended during debate *(details in the preamble and contained in the updated version attached to the online minutes)* *(Cllr Veal moved, Cllr Warren seconded)*.

The meeting ended at 11.15 am

Chair(person) .....

Date Confirmed and Signed .....

**Prepared by Democratic Services**

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## **Proposed Alice Park Trust Sub Committee Terms of Reference**

The Sub-Committee shall discharge the Council's functions as sole corporate trustee in respect of the Alice Park Trust, the site and its resources in accordance with Trust's objects and the duties it owes pursuant to the Charities legislation.

To report to the Board on an annual basis in September of each year detailing the work undertaken by the Trust in the preceding year and confirming to the Board that the Trust has complied with the objects of the charity and the Charities Legislation.

Appointed by: The Charitable Trust Board

Membership: - 3 Councillors from the membership of the Charitable Trust Board  
- Ward members(s) for Lambridge as co-opted non-voting members  
- 2 non-voting independent members

Quorum: 3 voting members

The Sub-Committee may co-opt other non-voting members as appropriate.

Lead Officer	Head of Parks & Green Spaces
Deputy Officers	Team Leader Parks & Green Spaces Project Manager, Parks.

Decision Making Powers:

1. To discharge the Council's role as Corporate Trustee for the Alice Park Trust, in line with Charities Commission guidance.
2. To agree the Trust's annual budget and business plan.
3. To approve the use of any reserves.
4. To agree the Trust's annual accounts.
5. To receive and respond to the audit findings relating to the annual accounts.
6. To receive reports on the effective day to day management and financial performance of the Trust.
7. To allow interested parties to give their view on the performance and direction of the Trust.

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